



EL CAMINO COLLEGE NURSING DEPARTMENT

ADNFO Meeting

September 9, 2013

ECC

Meeting Time: 1400- 1606

Members Present: K. Baily, S. Bosfield, H. Frances Hayes-Cushenberry, D. Heming, O. Hyacinth, R. Johnson, P. Kidwell-Udin, T. Martinez, Z. Mitu, M. Moon, K. Morgan, W. Morris, V. Orton, K. Rosales, K. Stephens, A. Sweeney, S. Thomas, M. White

Students present: None

Guests: Priya Desain (Dr. Orton's graduate student), R. Natividad (Health/Science Athletic Division Dean)

Absent: Y. Kawasaki, T. Martinez (on leave), K. Rosales (excused)

Topic	Summary of Discussion	Action
I. ADNFO Approval of Minutes – August 22, 2013	H. Frances Hayes-Cushenberry stated she would like to see Dr. Arce's comments corrected to a positive comment. V. Orton motioned minutes be accepted with changes discussed, M. White 2 nd the motion. H. Frances Hayes-Cushenberry abstained, all others approved.	Minutes approved.
II. Information Items O. Hyacinth - changed the format of the agenda A. Iota Kappa Chi Update B. Committee Updates/Goals a. Evaluation Committee b. ATP Committee	M. Moon - Iota having 1st General Meeting today, 9/9/2013, with family members. Student representative will be assigned to attend and report at upcoming ADNFO meetings. Update at next ADNFO meeting 10/7/2013. A. Sweeney - Evaluation committee met approximately 46 hours over the summer to continue working on Systematic Program Evaluation Plan (SPEP). Committee is concerned about timelines. A. Sweeney applauded the efforts of the whole committee working collaboratively and feels very positive of outcomes. First formal meeting of the 2013/2014 will be held, Monday, 9/16/2013. Hope to complete SPEP's before the end of the year, so the committee can do something with outcomes. V. Orton said there were other updates made to SPEP after 8/26/2013. S. Thomas - proud to announce there are less student appeals submitted this Fall.	Iota will select a representative to come to ADNFO meetings through academic year. W. Morris will send SPEP updates to CEC campus faculty. V. Orton will send updates to ECC campus faculty.

	Stressed that faculty should encourage students more and inform students that withdrawals “W” will count on their transcript. Deadlines to submit appeals FA2013 is September 16 and November 4, 2013.	
c. Curriculum Committee	K. Morgan - Curriculum evaluation tool needs to change name. Not sure what name to give at this time. Curriculum evaluation tool also needs an evaluation column for comments from ACEN. First meeting of the semester will be Monday, 9/23/2013.	K. Morgan will send information out to faculty prior to next meeting.
d. Learning Resource Committee	D. Heming - There are books in the library on CEC campus that are more than five (5) years old. V. Orton was the last faculty to sweep ECC campus library. M. Moon volunteered to do a final sweep of library on ECC campus. D. Heming says there is a problem for her to check the cabinets on CEC campus in the media lab and computer lab for text because she does not have a key to the cabinets. W. Morris has assured her, texts are updated. D. Heming will do another sweep of CEC campus for outdated text. D. Heming, stated students use the library and media rom all the time.	M. Moon will do a final sweep of library on ECC campus for outdated texts. D. Heming will do a final sweep of library on CEC campus.
e. Bylaws Committee	V. Orton - Committee worked on faculty handbook, completed handbook during the Summer 2013. O. Hyacinth reviewing the student handbook. O. Hyacinth, if any updated changes were made since the summer, please send to her. If no major changes, old faculty handbook will be distributed to faculty and an addendum can be sent with changes after review/approval. D. Heming, “Students are asking for the student handbook.”	O. Hyacinth will send to W. Morris to distribute to CEC faculty. O. Hyacinth will distribute to ECC faculty.
f. Student Affairs	M. Moon - Ensured everyone that the student and faculty handbooks mirror each other.	
g. Test Development, Review & Analysis Committee	No report. K. Rosales not present at meeting.	
C. Faculty/Staff Positions	O. Hyacinth - P/T nursing position will be posted within a couple of days. If you know of anyone interested, inform them to complete the online application. The application must be completely filled out to move forward through hiring process, if application not completed, applicant will not be considered for the position.	

<p>III. Discussion/Action</p> <p>A. SLOs</p> <p>B. Faculty Handbook</p> <p>C. Student Handbook</p> <p>D. Use of ATI in courses</p> <p>E. Syllabi</p>	<p>P. Kidwell - SLO's are transitioning from being input into Curricunet and being input into new program (TrakDat). P. Kidwell-Udin distributed copies of schedule for TrakDat training. College is moving towards adding SLO's to cover all competencies. Each course should aim for at least three (3) SLO's; refer to SLO's template distributed earlier. SLOs due 11/8/13. O. Hyacinth set a date for 11/4/13 for all faculty to present their course SLOs at the ADNFO meeting.</p> <p>Discussion: S. Thomas suggested the department develop a matrix to keep track of SLO's progression. Each course requires separate documentation and should all be kept in one binder. The department should be working to tie SLO's into NLN competencies. N150A and N150B will need to be assembled. R. Natividad says the division is trying to input as many SLO's as possible to stay current.</p> <p>By 10/4/2013, there should be a minimum of three (3) statements completed. R. Natividad suggested the department reach out to R. Serr for training. M. White - what is happening with using ATI in nursing courses. T. Kyle previously drafted a preliminary ATI policy, previously to her leaving. Students brought this up to Miyo, BRN. Maybe we should contact the BRN to acquire a policy. Could the department possibly write ATI cost into the enrollment grant?</p> <p>O. Hyacinth requested that the Bylaws Committee provide information as to what was changed in the Faculty Handbook.</p> <p>O. Hyacinth requested S. Thomas submit a copy with formatting issues corrected.</p> <p>O. Hyacinth deferred discussion regarding proposed ATI policy. V. Orton and K. Rosales to present at a later date. Faculty discussed Nurses Touch as an additional learning tool for students, however there was concern regarding the cost.</p> <p>O. Hyacinth - last accreditation visit the nursing department was dinged for inconsistencies. The course syllabus for both campuses is not consistent in some courses. O. Hyacinth stated this needs to be resolved. O. Hyacinth asked all faculty to send her an electronic copy of their course syllabi that is being used in</p>	<p>P. Kidwell will attempt to obtain Trackdat training for the October 7th ADNFO meeting.</p> <p>O. Hyacinth to send out email to all faculty regarding due dates for SLO.</p> <p>K. Baily will research possible grant funding.</p> <p>T. Orton to provide O. Hyacinth with information on changes made to the faculty handbook.</p> <p>S. Thomas to make final revisions to format and resubmit to O. Hyacinth.</p> <p>K. Baily will research possible grant funding for Nurses Touch, for students.</p> <p>All syllabi should be sent to O. Hyacinth, no later than, Wednesday, 9/11/2013 for review/approval. O. Hyacinth:</p>
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	<p>all courses they are currently teaching so that she can compare to see which courses are not in compliance.</p> <p>Several faculty stated they are using the same syllabi. R. Natividad says division office needs to have syllabi within one week of course taught, so the division can know what faculty are teaching and to justify what, why, when, if students come by with concerns. He stated he received a checklist from the CEC campus for a syllabus template.</p>	<p>will review all syllabi to ensure all faculty are using same for each course for both campuses.</p>
<p>IV. Other Items</p> <p>a. Computer Systems/P: drive</p> <p>b. Announcements</p> <p>c. Telephone Access</p> <p>d. Faculty Mentoring</p>	<p>Discussion regarding whether the nursing department should continue to use the P: drive which is only accessible from ECC. Computers on ECC campus in MBA442 are having challenges with the P:drive. Many faculty cannot access the P:drive from their laptops and/or have no print capabilities. R. Natividad suggested using Drop Box or Google Docs for document sharing amongst faculty. This will be a good tool for both campuses, since CEC does not have access to P:drive. O. Hyacinth encouraged all faculty to research the two options for further discussion at the next meeting, however implementation would be postponed till after the ACEN site visit.</p> <p>S. Thomas is the new assistant director on CEC campus. O. Hyacinth stated that there is a vacant Assistant Director position on the ECC campus that will need to be filled. V. Orton introduced, Priya Desai, graduate student working with V. Orton for the remainder of the 2013/2014 school year.</p> <p>Request made for a telephone line in ECC, nursing departments, MBA442 conference room.</p> <p>V. Orton - Is there a plan in place for P/T and F/T mentoring? If so, this needs to be documented in course meeting minutes. O. Hyacinth stated S. Zareski, nursing department faculty trainer/mentor has a checklist she works from to mentor faculty. S. Zareski is assigned to make contact with all F/T and P/T faculty needing mentoring and/or training. R. Natividad is mentoring Yuko, new F/T faculty. He suggests the department include documentation from D. Manno which includes campus-wide issues in relation to mentor/training. It was noted that new faculty also attend the New Faculty Academy. A. Sweeney discussed the use of the faculty orientation sheet in the faculty handbook.</p>	<p>Faculty to research Drop Box and Google Docs for later discussion.</p> <p>O. Hyacinth to send out an email posting for the Assistant Directors position with the job description.</p> <p>O. Hyacinth will follow up regarding computer challenges on ECC campus.</p> <p>O. Hyaicnth to follow up regarding faculty orientation list- continued use or possible revision needed.</p>

e. Faculty Information Sheet	Request for updated copy of Faculty Information sheet with all P/T and F/T faculty (cell, home and office numbers).	D. King to update Faculty Information sheet.
f. Faculty Appreciation	O. Hyacinth thanked the entire faculty for working collaboratively to get the ACEN Self Report completed. She stated “We have a good program and that’s what we need to focus on.”	
V. Next Meeting Schedule: October 7, 2013, 1400, ECC Rm: 410		

Respectfully submitted,
Dianna King, Adm. Asst.
Reviewed by O. Hyacinth